Registered No. HSE-49/2016





ఆంధ్రప్రదేశ్ రాజపత్రము

THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

W.No.25 AMARAVATI, THURSDAY , JUNE 21, 2018 **G.190**

RULES SUPPLEMENT TO PART I

--x--

NOTIFICATIONS BY GOVERNMENT

FINANCE DEPARTMENT

(Admn -II)

ANDHRA PRADESH WORKS ACCOUNTS SUBORDINATE SERVICE RULES - 2018.

[G.O.Ms.No.92, Finance (Admn-II), 20th June, 2018.]

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Works Accounts Subordinate Services.

RULES

1. **Short Title & Commencement**:

1. These rules may be called as the Andhra Pradesh Works Accounts Subordinate Service Rules 2018.
2. They shall come into force with immediate effect.

2. **Constitution:**

The service shall consist of the following categories of posts in the Andhra Pradesh Works Accounts Subordinate Service, namely:

Class A:

Category 1 - Superintendent (Works Accounts)
Category 2 - Senior Accountant (Works Accounts)
Category 3 - Junior Accountant (Works Accounts)

Class B:

Category 1 - Senior Stenographer (Works Accounts)
Category 2 - Junior Stenographer (Works Accounts)
Category 3 - Typist (Works Accounts)

3. **Method of Appointment & Appointing Authority:**

Subject to the other provisions in these rules, the unit and method of appointment for the categories specified in Column (1) of the table below shall be as specified in Column (2 & 3) respectively thereof and the appointing authority shall be as specified in Column (4) in the table below

TABLE

CLASS /Category	Unit of appointment	Method of Appointment	Appointing Authority
(1)	(2)	(3)	(4)
CLASS -A **Category(1)** : Superintendent (Works Accounts)	Directorate (Head of the Department)	By promotion from category (2) i.e Senior Accountant(Works Accounts)	Director of Works Accounts, Andhra Pradesh in HOD Office.
	Regional Offices	By promotion from category (2) i.e Senior Accountant(Works Accounts)	Joint Director of Works Accounts concerned in the unit offices.
Category(2) : Senior Accountant (Works Accounts)	Directorate (Head of the Department)	(i) By Direct Recruitment 60% (sixty percent) (ii) Remaining 40% a. By way of re-deployment on fair share principle from the regional offices as per six point formula. b. By promotion from the category of Junior Accountant(Works Accounts) c. By conversion of Senior Stenographer (Works Accounts) in HOD office.	Director of Works Accounts, Andhra Pradesh in HOD Office.
	Regional Offices	(i) By Direct Recruitment 60% (sixty percent) (ii) By promotion from the category of Junior Accountant(Works Accounts) / Typist(Works Accounts) 40% (forty percent)	Joint Director of Works Accounts concerned in the unit offices.

CLASS /Category	Unit of appointment	Method of Appointment	Appointing Authority
(1)	(2)	(3)	(4)
Category(3) : Junior Accountant (Works Accounts)	Directorate (Head of the Department)	By Direct Recruitment	Director of Works Accounts, Andhra Pradesh in HOD Office.
	Regional Offices	(i) By Direct Recruitment 60% (sixty percent)	Joint Director of Works Accounts concerned in the unit offices.
		(ii) Remaining 40% by appointment by transfer / by conversion from the following posts: (a) By conversion from the category of Typists(Works Accounts) working in the Works Accounts Department. (b) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service. (c) By appointment by transfer from the members of Andhra Pradesh Last Grade Services working in the Works Accounts Department.	
CLASS -B **Category (1) :** Senior Stenographer (Works Accounts)	Directorate (Head of the Department)	(i) By Direct Recruitment	Director of Works Accounts, Andhra Pradesh in HOD Office
		(ii) By Promotion of Junior Stenographer(Works Accounts).	
Category (2) : Junior Stenographer (Works Accounts)	Regional Offices	(i) By Direct Recruitment	Joint Director of Works Accounts concerned in the unit offices
		(ii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Services.	
		(iii) By appointment by transfer from the members of Andhra Pradesh Last Grade Services working in the Works Accounts Department.	

CLASS /Category	Unit of appointment	Method of Appointment	Appointing Authority
(1)	**(2)**	**(3)**	**(4)**
Category (3) : Typist (Works Accounts)	Regional Offices	(i) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Services. (ii) By appointment by transfer from the members of A.P. Last Grade Services working in the Works Accounts Department.	Joint Director of Works Accounts concerned in the unit offices

NOTE (a):- For appointment to the post of Senior Accountant (Works Accounts) (Category (2) of Class-A), the appointment shall be made in the following manner in a unit of 10 (ten) vacancies.

1st vacancy - By Promotion from the category of Junior Accountant (Works Accounts) / Typist (Works Accounts)

2nd vacancy - By Promotion from the category of Junior Accountant (Works Accounts) / Typist (Works Accounts)
3rd vacancy - By Direct Recruitment.
4th vacancy - By Direct Recruitment.
5th vacancy - By Conversion of Senior Stenographer (Works Accounts) / U.D Stenographer, Typist (Works Accounts) etc.
6th vacancy - By Direct Recruitment.
7th vacancy - By Promotion from the category of Junior Accountant (Works Accounts) / Typist (Works Accounts)

8th vacancy - By Direct Recruitment.
9th vacancy - By Direct Recruitment.
10th vacancy- By Direct Recruitment.

NOTE (b):- For appointment in respect of the posts of Junior Accountant(Works Accounts) (Category (3) of Class- A) the appointment shall be made in the following manner in a unit of ten (10) vacancies.

1st vacancy - By appointment of Junior Accountant(Works Accounts) / Typist (Works Accounts) working in the Subordinate offices where the unit of appointment is the office of the HOD or Directorate.
2nd vacancy - By Direct Recruitment.
3rd vacancy - By Direct Recruitment.
4th vacancy - By Direct Recruitment.
5th vacancy - By appointment by conversion from Typist(Works Accounts) / Junior Stenographer (Works Accounts)
6th vacancy - By appointment by transfer from Record Assistant / Office Subordinate (formerly known as Attender)etc.,
7th vacancy - By appointment of Junior Accountant(Works Accounts) / Typist (Works Accounts) working in the Subordinate offices where the unit of appointment is the office of the HOD or Directorate.

8th vacancy - By Direct Recruitment.
9th vacancy - By Direct Recruitment.
10th vacancy- By Direct Recruitment.

NOTE (c):- For appointment to the post of Senior Stenographer(Works Accounts) (Category-1 of Class-B), the vacancies shall be filled in a unit of five (5) vacancies as indicated below.

1st vacancy - By Promotion from among qualified Junior Stenographer (Works Accounts)/Typist(Works Accounts)
2nd vacancy - By Direct Recruitment
3rd vacancy - By Direct Recruitment.
4th vacancy - By Direct Recruitment.
5th vacancy - By Direct Recruitment.

NOTE (d):- For appointment to the post of Junior Stenographer (Works Accounts) (Category-2 of Class-B), the vacancies shall be filled in a unit of five (5) vacancies as indicated below.

1st vacancy - By Promotion from among qualified Typist (Works Accounts).
2nd vacancy - By Direct Recruitment
3rd vacancy - By Direct Recruitment.
4th vacancy - By Direct Recruitment.
5th vacancy - By Direct Recruitment.

Provided that if no qualified person is available in the category of Typist(Works Accounts), the vacancy intended for that category shall be filled by Direct Recruitment

4. Age:-

No person shall be eligible for direct recruitment, if he/she is less than 18 years of age and if he/she is more than 34 years of age as on the 1st day of July of the year in which the notification for selection to the relevant post category or class or a service is made subject to the general instructions issued from time to time in respect of SC/ST/BC candidates in the matter of age.

5. Reservation of Appointment:-

The rule of special representation (reservation) under Rule 22 and 22(A) of the Andhra Pradesh State & Subordinate Service Rules, 1996 shall apply.

6. Qualification:-

a. No person shall be eligible for appointment to the category specified in column (1) of the annexure by the method specified in the corresponding entry in Column (2) , unless he possesses the qualification specified in the corresponding entry in Column(3) thereof.

b. No member of the service shall be eligible for appointment to the posts of Senior Accountant (Works Accounts) or Junior Accountant(Works Accounts) in the office of the Directorate, as the case may be, by transfer from its Subordinate Offices unless he holds a Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or of an Institution recognized by the University Grants Commission or any other equivalent qualification.

7. Probation:-

1. Every person appointed by direct recruitment to any post, shall from the date on which he commences his probation, be on probation for a period of two years on duty within a continuous period of three years.
2. Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.

Provided that in the case of Typists(Works Accounts) working in the Works Accounts Department who are approved probationers in that category and who are appointed by transfer as Junior Accountant (Works Accounts), it shall not be necessary for them to be on probation again in the category of Junior Accountant (Works Accounts) and shall be deemed to be an approved probationer in the category of Junior Accountant(Works Accounts)

8. Training:-

(i) Every person selected for appointment by direct recruitment to the posts of Senior Accountant(Works Accounts) and Junior Accountant(Works Accounts) shall undergo immediately after appointment, a course of training for a period of not less than three months as per such programmes and syllabus prescribed by the Director of Works Accounts.

(ii) Every person appointed by direct recruitment shall before the commencement of training execute an agreement bond worth of Rs.100/- on non-judicial stamps that he/she shall serve the Department for a period not less than three years after the completion of training referred to in sub rule (i).

(iii) He / She shall be liable to refund to the Government, the pay and allowances or other remuneration received by him/her in addition to the amount spent by the Government on his/her training.

1. If he fails to serve the Department for a period of three years after completion of his/her training for any reason, or
2. If he/she discontinues the training or is discharged from training course for misconduct or any other reason, or
3. If he/she secures any other employment, elsewhere than under the State Government.

(iv) The period of training shall count for the purpose of probation, increments, leave etc.

(v) Every person appointed to a category by direct recruitment shall be eligible during the period of training for the pay and usual allowances admissible at the place of training.

9. Minimum Service:-

(i). No member of service is eligible for promotion/appointment by transfer from the lower category, class or grade, to the next higher category, unless he has put in not less than two years of service in such lower category, class or grade.

Provided that the person converted from one category to another shall commence his probation afresh in the category to which is converted and takes the rank below the last probationer in the converted category.

(ii). In the case of Record Assistants and Office Subordinate (formerly known as Attender) they shall have to put in not less than five years of service from the date of commencement of probation in the category of Record Assistants / Office Subordinate (formerly known as Attender) respective category for appointment by transfer to the category of Junior Accountant(Works Accounts).

10. Unit of Appointment:-

For the purpose of recruitment, appointment, discharge for want of vacancy, reappointment, seniority, promotion, transfer and appointment as full member, the unit of appointment shall be as follows:

1. In respect of Head Office (Director of Works Accounts), Directorate is the unit for State Cadre posts.
2. In respect of Zonal cadre post, zone is the unit and in respect of District cadre posts, district is the unit. For both these units, the Joint Director of Works Accounts concerned is the appointing authority.

11. Test:-

Every person appointed by direct recruitment as Senior Accountant (Works Accounts) shall pass the Accounts Test for P.W.D. Officers and Subordinates Paper-I & Paper-II, within the period of probation.

12. Transfer & Postings:-

1. The Joint Director of Works Accounts shall be the competent authority to effect transfers and postings within the unit in case of Superintendent (Works Accounts), Senior Accountant (Works Accounts) and Junior Accountants (Works Accounts) of Zonal Officers/ District Offices.
2. The Director of Works Accounts shall be the competent authority to effect transfers of persons to and from the Directorate.

13. Savings:- Nothing in these Rules shall affect the appointment already made prior to coming into force of these rules.

MUDDADA RAVICHANDRA,
Secretary to Government (Expr.)

ANNEXURE - I		
IN THE DIRECTORATE OF WORKS ACCOUNTS		
Class & Category	**Method of Appointment**	**Qualification**
(1)	**(2)**	**(3)**
CLASS- A		
1.Superintendent (Works Accounts)	By promotion from Category-2 i.e. Senior Accountant (Works Accounts)	Does not arise
2.Senior Accountant (Works Accounts)	(i) By Direct Recruitment	i. Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
		AND
		ii. Should qualify in the test of "Proficiency in Office Automation with usage of computer and associated software" conducted by the APPSC/DSC as per procedure prescribed in G.O.Ms No.133, GA (Ser.B) Department, dt:12-05-2014 and subsequent amendments from time to time.
	(ii) By way of re-deployment on fair share principle from the regional offices as per six point formula	i. Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
	(ii) By promotion from the category of Junior Accountant (Works Accounts) (iii) By conversion from Senior Stenographer (Works Accounts) working in Directorate	i. Must have a minimum of two years of service as Senior Stenographer (Works Accounts) in Directorate. ii. Must have passed A.P. Accounts Test for PWD Officers and Subordinates Paper-I & Paper-II
3.Junior Accountant (Works Accounts)	(i) By Direct Recruitment	(i) Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
		AND

Class & Category	Method of Appointment	Qualification
(1)	(2)	(3)
CLASS- A		
		(ii) Should qualify in the test of "Proficiency in Office Automation with usage of computer and associated software" conducted by the APPSC/DSC as per procedure prescribed in G.O.Ms No.133, GA (Ser.B) Department, dt:12-05-2014 and subsequent amendments from time to time.
CLASS-B		
4.Senior Stenographer (Works Accounts)	(i) By Direct Recruitment	(i) Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
		ii) Must have passed the Government Technical examination in Shorthand and Typewriting by Higher grade conducted by the State Board of Technical Education of the AP Government or any other equivalent qualification. (iii) Should qualify in the test of " Proficiency in Office Automation with usage of computer and associated software" conducted by the APPSC/DSC as per procedure prescribed in G.O.Ms No.133, GA (Ser.B) Department, dt:-12-05-2014 and subsequent amendments from time to time.

ANNEXURE - II

IN REGIONAL OFFICES

Class & Category	Method of Appointment	Qualification
(1)	**(2)**	**(3)**
CLASS-A		
1. Superintendent (Works Accounts)	By promotion from Category.2 i.e Senior Accountant (Works Accounts)	Does not arise
2. Senior Accountant (Works Accounts)	i. By Direct Recruitment	i. Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
		AND
		Should qualify in the test of "Proficiency in Office Automation with usage of computer and associated software" conducted by the APPSC/DSC as per procedure prescribed in G.O.Ms No.133, GA (Ser.B) Department, dt:- 12-05-2014 and subsequent amendments from time to time.
	ii. By promotion from the category of Junior Accountant (Works Accounts)	i. Must have passed AP Accounts Test for PWD Officers and Subordinates Paper-I & II.
	iii. By promotion from the category of Typist (Works Accounts)	
	iv. By conversion from Senior Stenographer (Works Accounts)	i. Must have a minimum of two years of service as Senior Stenographer (Works Accounts). ii. Must have passed AP Accounts Test for PWD Officers and Subordinates Paper. I & II
3.Junior Accountant (Works Accounts)	(i) By Direct Recruitment	Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
		AND

Class & Category	Method of Appointment	Qualification
(1)	(2)	(3)
CLASS-A		
		Should qualify in the test of "Proficiency in Office Automation with usage of computer and associated software" conducted by the APPSC/DSC as per procedure prescribed in G.O.Ms No.133, GA (Ser.B) Department, dt:-12-05-2014 and subsequent amendments from time to time.
	iii. By transfer from the category of Record Assistant and Office Subordinate (formerly known as Attender) working in the Department.	Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
	iv. By conversion from Typist (Works Accounts) / Junior Stenographer (Works Accounts) working in the department.	
CLASS-B		
4.Junior Stenographer (Works Accounts)	By Direct Recruitment	(i) Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
		(ii) Must have passed the Government Technical examination in Shorthand and Typewriting by Higher grade conducted by the State Board of Technical Education of the AP Government or any other equivalent qualification.
		(iii) Should qualify in the test of " Proficiency in Office Automation with usage of computer and associated software" conducted by the APPSC/DSC as per procedure prescribed in G.O.Ms No.133, GA (Ser.B) Department, dt:12-05-2014 and subsequent amendments from time to time.

Class & Category	Method of Appointment	Qualification
(1)	(2)	(3)
CLASS-B		
5. Typist (Works Accounts)	By transfer from the category of Record Assistant and Office Subordinate (formerly known as Attender) working in the Department.	(i) Must hold a Bachelor's Degree from any University in India established or incorporated by or under a Central Act, provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification. (ii) Must have passed the Government Technical Examination in Typewriting by the Higher Grade in Telugu on Government Standard Key Board.
		(iii) Provided that if candidates who have passed typewriting examinations by Higher Grade are not available those who have passed that examination by Lower Grade may be appointed subject to acquisition of Higher Grade qualification within the period of probation on pain of postponement of increment without cumulative effect.

---x---

Published and Uploaded by the Commissioner of Printing, Government of Andhra Pradesh at Government Regional Press, Vijayawada, www.apegazette.cgg.gov.in